

# 2012

## - INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY

### Application Procedures

**Note** Before completing the documents, please check our Admission Requirements.

- 1) Applicants must have completed 12 years of regular school education in countries other than Japan and have at least one year of experience at a college/university level institution. Preferably, the applicant's GPA should be above 3.0 at the most recently attended college/university.
- 2) Proficiency in English or Japanese must be demonstrated in one of the following four ways:
  - ① Japanese Language Proficiency Test: N4 or above for April admission, N2 or above for September admission
  - ② Examination for Japanese University Admission for International Students (Japanese): 200 or above for April admission, 250 or above for September admission
  - ③ TOEFL: PBT 470 (or TOEFL-iBT 52 or TOEFL-CBT 150)
  - ④ TOIEC: 500 or more

#### —Application Schedule for 2012—

|                 | Period | Application Period  | Selection    | Announcement of Result  | Deadline for Admission Procedures                                   |
|-----------------|--------|---|--------------|-------------------------|---|
| Enroll in April | 1      | September 1 to December 2   | By documents | 16-Dec                  | 16-Jan  |
|                 | 2      | January 6 to February 23<br>For Japanese residents only                   | By documents | 5-Mar                   | 12-Mar  |
| Enroll in Sept  | 1      | April 2 to May 18   | By documents | 28-May                  | 18-Jun  |
|                 |        | Documents accepted only by mail. Must be postmarked by the deadline date. |              | Results will be mailed. | Transfer ¥160,000 to our bank account and submit required documents |

# 2012 INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY

## APPLICATION PROCEDURES

### 1 ADMISSION DATES

April Admission : April 1, 2012

September Admission : September 13, 2012

### 2 NUMBER OF STUDENTS ACCEPTED

30 students, including exchange students

### 3 ADMISSION REQUIREMENTS

- 1) Applicants must have completed 12 years of regular school education in countries other than Japan and have at least one year of experience at a college/university level institution.  
Preferably, the applicant's GPA should be above 3.0 at the last attended college/university.
- 2) Proficiency in English or Japanese must be demonstrated in one of the following four ways:
  - ① Japanese Language Proficiency Test: N4 or above for April admission, N2 or above for September admission
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### 4 NECESSARY APPLICATION DOCUMENTS

- 1) Completed Application Form (FORM1)
- 2) Certificate of Graduation from the last attended college/school, or Certificate of Attendance from the college presently attending
- 3) Official transcript of academic record from the college/school last attended (An original transcript issued within the last 6 months)
- 4) Official transcript of academic record from a Japanese language institution if the applicant is currently attending one.
- 5) Information sheet on previous Japanese language study (FORM2)
- 6) Two letters of recommendation (FORM3) from college professors, employers or others familiar with your background.
- 7) Certificate of Health (FORM4) by a qualified physician.
- 8) Evidence of adequate financial support (please choose one from four choices: ①-④)
  - ① In the case an applicant or his/her parent is to provide financial support:
    - \* A bank statement showing enough funds (more than one million yen) for one-year study in Japan (date of maturity should be before the planned date of study in Japan)
    - \* In case of parental support, the following documents are necessary:
      - 1) Certificate of birth (showing both applicant's and parents' names)
      - 2) Support pledge (FORM5)

\* In the case a financial supporter is working, the following documents are necessary:

- 1) Certificate of employment
- 2) Certificate of yearly income

(If you use a Chinese bank, please obtain an original bank statement with Japanese Yen or U.S. Dollars which specifies that your money can be transferred to other countries)

- ② Scholarship document showing sufficient funds and the scholarship period
- ③ Loan document showing sufficient funds and the loan period
- ④ In case a guarantor supports an applicant

(The guarantor should reside in Japan and earn enough amount to support the applicant.)

- \* Letter of Guarantee (FORM6 #1 and #2)
- \* Guarantor's Certificate of residential tax payment (Jyuminzei-nozeishomeisho) or tax payment which shows the amount of total income  
(Shotokuzei-nozeishomeisho)
- \* Guarantor's certificate of office employment (Zaishoku-shomeisho) or Registration certificate of the company (Tokibo-tohon)

- 9) Six photographs (40mm x 30mm)

In addition to one photo attached to the application form, five photos are necessary.

- 10) Official document verifying Japanese or English Language Proficiency (See 3-2))
- 11) Photo-copy of passport and valid visa for Japan (Only for applicants currently residing in Japan).

**Remarks :**

- \*Official documents from China ( 2), 3) and 8) ) need notarization.
- \*Certificates of Graduation from the most recent attended college/school, or Certificates of Attendance from the college presently attending, a notarized copy must be submitted. The original should be submitted when the successful candidate receives an acceptance notice. If this document is not received, this may result in cancellation of admission.
- \*Once application documents are submitted, they cannot be returned to the applicant except for the original 2).

**5 APPLICATION FEE (Non-refundable under any circumstances)**

- ① Applicants currently residing in Japan should remit the ¥10,000 fee POSTAL NOTE (Teigaku-yubin-kogawase)
- ② Overseas applicants should use an INTERNATIONAL POSTAL MONEY ORDER for \$110 made payable to Nagoya Gakuin University.

**6 FEES**

After confirming the receipt of the fee and documents, the University will send an official admission certificate to the applicant.

|         | Upon Acceptance | Upon Entrance | Next Semester |
|---------|-----------------|---------------|---------------|
| Tuition | 160,000Yen      | 160,000Yen    | 320,000Yen    |

## 7 HOUSING

IJS students are basically required to live in designated facilities to study Japanese language and culture.

|                         | Yen per month        |  |
|-------------------------|----------------------|--|
| Nagoya Campus           | 30,000 or 35,000     | Utilities included. Deposit required : ¥10,000                           |
| NGU Seminar House Annex | 27,000 to 40,000     | Very close to the campus. Utilities included. Deposit required : ¥10,000 |
| Off campus dorm         | 40,000               | Board and lodging.<br>Utilities costs and subway costs required.         |
| Public Apartment House  | Approximately 50,000 | Key-money and deposit about ¥200,000 & utility fees                      |

## 8 OTHERS

- ① NGU will apply for the Certificate of Eligibility, which is necessary for getting a visa.
- ② Unsuccessful applicants should refrain from reapplying within a year after first applying.
- ③ NGU has some scholarships for privately-financed IJS students.
- ④ Submitting incomplete or false information in the above required documents will result in the cancellation of admission.
- ⑤ Applicants who provide incomplete or false information after admission will be expelled and deported.

If you have any questions, please contact: Institute for Japanese Studies, Nagoya Gakuin University

### **Inquiry** INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY

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